

INFORMATION TECHNOLOGY DIVISION

FY07 OCCUPATIONAL SAFETY & HEALTH OBJECTIVES AND TARGETS

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**SUBJECT: ITD 2007 OHSAS 18001
Objectives and Targets**

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Rev 0

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BNL Objective: IMPROVE THE OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM (OSH)

#1 - ITD Implementation of BNL Objective: Meet milestone dates for OHSAS 18001, and identify 6 OSH areas relevant to ITD that can be focus points.

Targeted Tasks (Action Items):

Emails and postings will be the basis for Policy Awareness discussions focusing on the OSH points identified that relates specific ISM/OHSAS principles to ITD.

OSH POC

7/15/2007

Section Managers will meet quarterly with their staff (minimum) and incorporate OSH targeted subjects as the safety topic in their meetings.

Section
Managers

ongoing

The ITD Director will include OSH targeted subjects in Direct Reports Meetings and Division meetings.

ITD Director

8/15/2007

BNL Objective: IMPROVE ACCIDENT AND INJURY RATE PERFORMANCE

#2 - ITD Implementation of the BNL Objective: Review FRA-AO-02, the Facility Risk Assessment of ITD Facilities with Computer Centers to identify ways of reducing risk scores to an acceptable level, as determined by BNL.

Targeted Tasks (Action Items):

Formulate a Safety Committee consisting of approximately six members. Members will include ITD staff and users of the Computer Centers. Purpose of the committee is to analyze deficiencies that result in unacceptable risk. Lessons learned and corrective action plans will be developed and presented to ITD management.

OSH POC

7/15/2007

The ITD Director will review and present the report to his Direct Reports for implementation.

ITD Director

8/15/2007

Section managers will update their staff on the lessons learned and corrective action plans.

Section
Managers

8/15/2007

FRA-AO-02 (Facility Risk Assessment of ITD Facilities with Computer Centers) will be updated with corrective actions taken to reduce risk.

OSH POC

9/28/2007

BNL Objective: TRAVEL: Improve awareness of staff in occupational safety & health hazards of domestic and foreign travel.

#3 - ITD Implementation of the Objective: Develop a Job Risk Assessment for ITD Travel.

Targeted Tasks (Action Items):

Meet with ITD staff and supervisors to create an ITD Travel JRA. Approximately 3 meetings will be held and the risks and controls associated with domestic travel will be identified.	OSH POC	7/15/2007
Members will report back at their Section Meetings to get additional input/increase awareness of the risks associated with domestic travel.	Travel JRA Meeting Members	8/15/2007
Develop a Job Risk Assessment for ITD domestic travel .	OSH POC	9/28/2007